

Terms of Reference
McMaster University TMG Committee
Date Last Revised: August 20, 2012

Purpose

To create a committee that is reflective of The Management Group (TMG) staff community, which will present questions, concerns and input to McMaster's President and Vice-Presidents' committee (PVP), as well as formulate strategies to enhance the TMG experience at McMaster. The committee will participate in key decisions of the University through dialogue with PVP and endeavor to create a sense of community among TMG.

Mandate

- a) To identify key management and University issues and engage in collaborative discussions with relevant stakeholders of the University community
- b) To participate in the review and recommendation surrounding TMG monetary and non-monetary compensation strategy
- c) To assist and guide the development of long term talent management for the TMG group including the development of performance management tools
- d) To assist in creating a sense of community amongst TMG members
- e) To provide consultation on strategic initiatives within the University and in the broader education sector
- f) To ensure interactive and timely communication within the TMG through forums, website, written announcements, conversations with TMG members or other modes of communication

Membership

The committee will generally consist of eight to 12 TMG staff representing the various interests and fields throughout the University, with at least three members holding management roles and at least two holding non-management roles.

A senior member of Human Resource Services (HRS) will participate in a consultation role to provide facilitation and support. One member of PVP will be appointed by the University President to act as a liaison and an advisor to the TMG committee.

Nominations

Annually in April or May, a call for committee members will be made to all TMG members at McMaster University. Interested parties may either self-nominate or be nominated by other TMG members.

Selection process

A selection committee will be established annually consisting of three members of the TMG committee with both the HRS and PVP advisors. The committee will include at least one co-chair. All applicants will

be reviewed and selection made considering the aim to have a committee representing TMG membership demographics, representation from all areas of the University and lengths of service. If there are not enough volunteers, the selection committee will identify potential candidates and ask them if they would be willing to participate on the committee.

Term

The standard length of term will be three years, with the option to renew for one additional term; the term begins July 1 of each year. End dates will be staggered so that each year no more than one third of the TMG committee positions will be open. From time to time subcommittees (which may be *ad hoc* or ongoing committees) will be established to review specific matters of importance to TMG. Generally these subcommittees may consist of TMG Committee members as well as other interested TMG members and subject matter experts (SMEs) from the University. Subcommittees will be given clear objectives by the TMG Committee and will be expected to operate within these parameters and will report back to the TMG Committee on a semi-annual basis or more frequently, as may be required.

Executive

Co-Chairs

Two co-chairs will perform this role for a term of two consecutive years. Members may show their interest to the out-going chair who will then facilitate an offline discussion between nominees. Should there not be a single recommendation, a confidential vote of the TMG committee members (excluding the PVP and HRS consultants) will be held to make the final decision. If possible, each year one co-chair will retire and the other will remain in the role, so that the terms overlap by one year. The out-going co-chair will remain on the committee for a year. The co-chair term will begin in August or September.

Duties

General membership

- a) Attend and actively participate in the meetings
- b) Develop and implement a communication strategy
- c) Develop and present recommendations to PVP
- d) Training and orientation of new committee members
- e) Develop the agenda and participate in the TMG forum
- f) Collect and share information of interest to and from the TMG community unless specifically stated as confidential
- g) Review and refine the Terms of Reference annually, and adjust if needed

Co-chairs

- a) To facilitate the meetings of the committee maintaining an open and effective process
- b) To lead the communication strategy for the committee
- c) To actively participate in the TMG forums
- d) To act as the primary liaison between the TMG committee and the PVP and HRS advisors to the TMG committee as well as the members of the PVP

- e) To lead recruitment initiatives by accepting indications of interest and facilitating offline discussions
- f) To work with the PVP and HRS advisors to develop and direct the TMG committee
- g) To review and release the meeting minutes
- h) To plan the meeting agendas and monitor the annual workplan

Meetings

A schedule of meetings will be developed annually in order to support input into the annual compensation review process and the workplan developed by the committee. Meetings will be held bi-monthly or as required.

General meeting schedule per academic year: July, September, November, January, March, April, May.

Confidentiality

Agenda topics will be identified by the committee members as to their level of confidentiality. General communications will be made in consultation with the PVP and HRS advisors.